

# CalSCHLS **5 STEP** REGISTRATION INSTRUCTIONS

**STEP 1:** Visit our website here:

<https://www.calschls.org/>

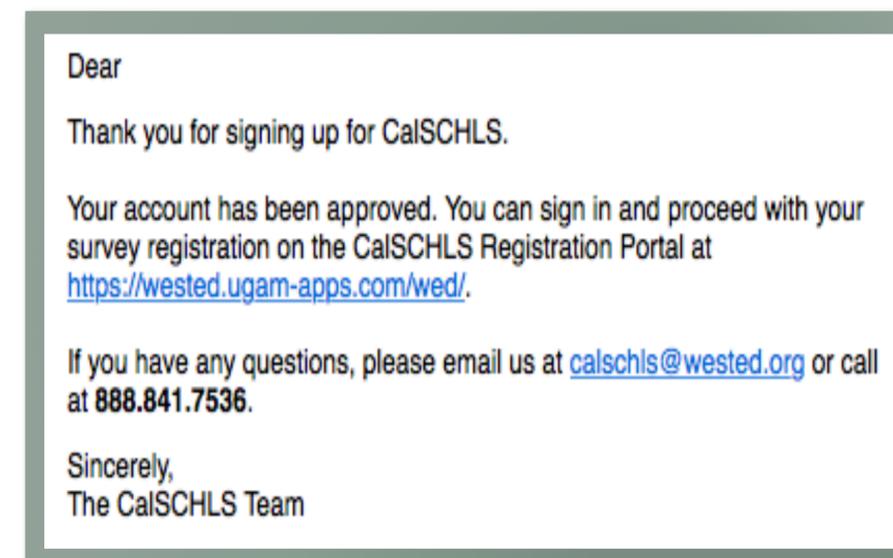
Click on the “Registration Portal,” and then “Go to the Survey Registration Portal.”



## **STEP 2:** Create an account

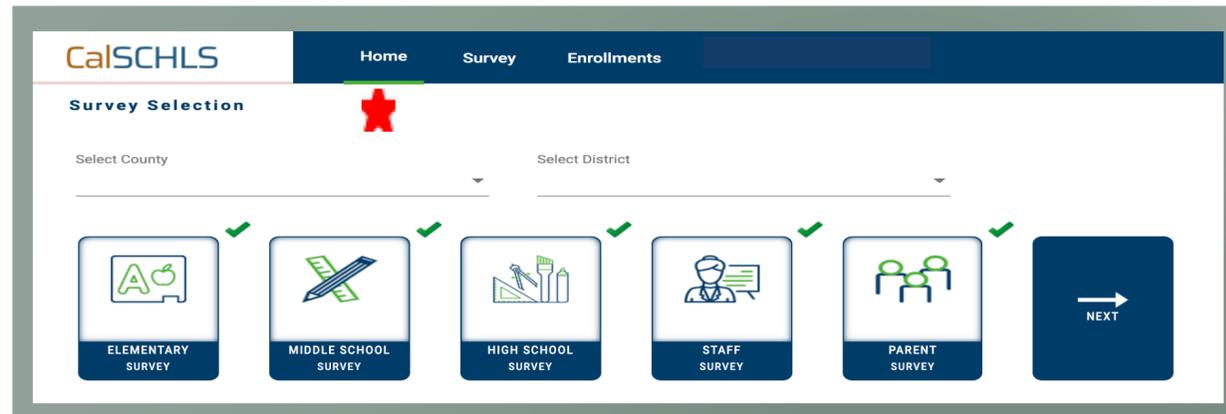
- **Multiple District Coordinators?** – At this time, the system allows for one contact per district.
- **Directly Funded?** – this option is for directly funded charter schools.
- **Multiple Districts?**- Register for one district, then contact your CalSCHLS TA. They will help you get access for the rest of your districts.

**STEP 3: Account Approval** – Once your CalSCHLS Technical Advisor approves your account you will have access to complete your registration. You should receive an email with a link to the portal.

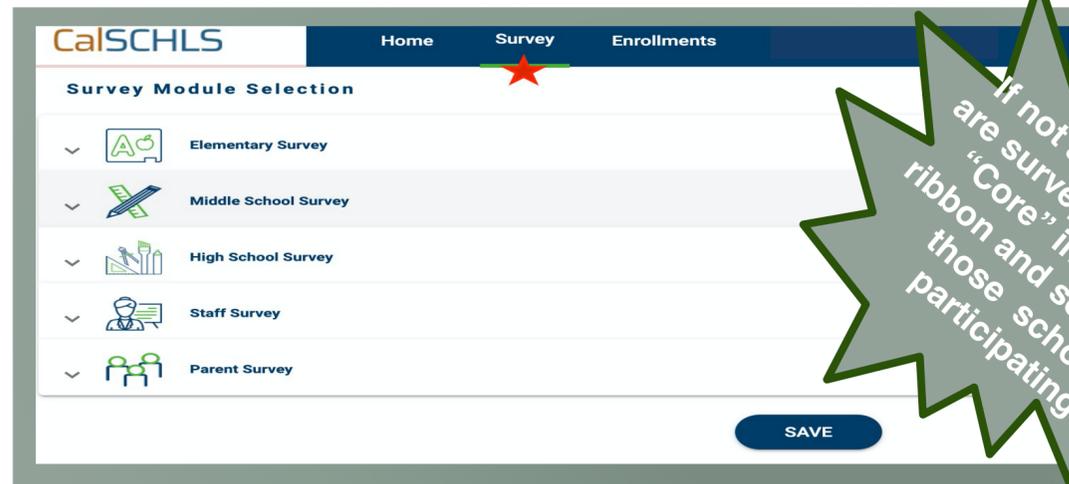


**STEP 4: Choose Surveys** - After signing in you may choose who you would like to survey(a) and the survey configuration you will administer to what schools (b). Be sure to save your configuration, you will then receive a confirmation email (c).

A

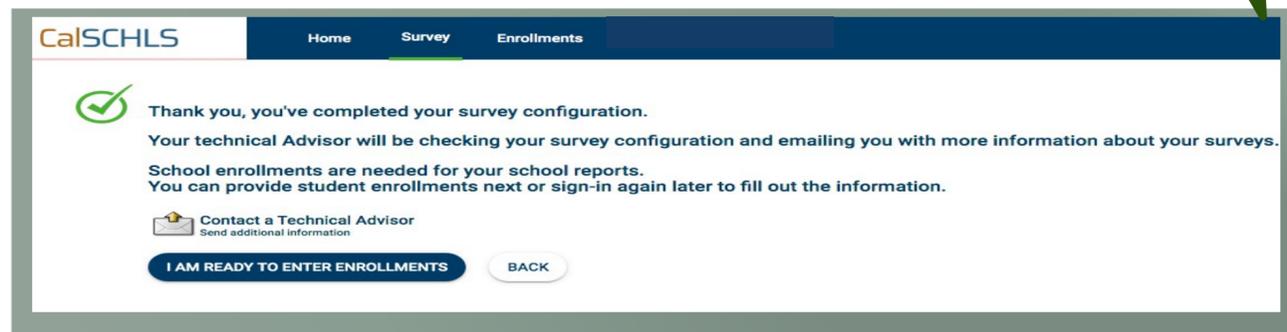


B

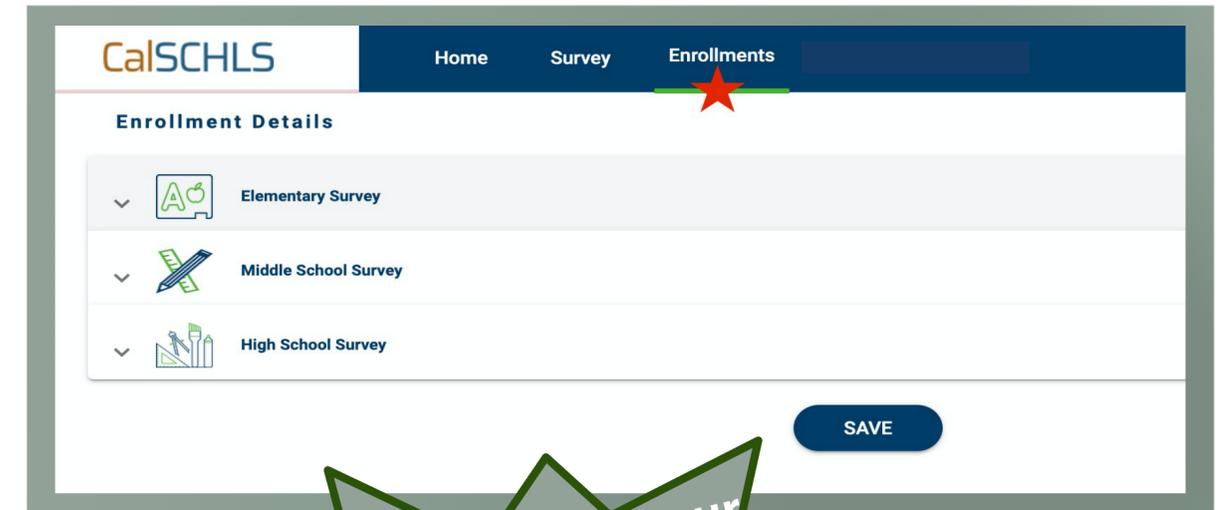


**TIP**  
If not all the schools are surveying deselect "Core" in the blue ribbon and select only those schools participating.

C



**STEP 5: Enter Enrollments** - In the Enrollment tab, add the enrollment numbers for those schools and grade levels you intend to survey.



**Be sure to save your enrollments. Your TA will be notified you have completed this step!**

*Congratulations! Your registration is complete! Your Technical Advisor will be in contact to send your survey links and supporting documents soon. As always you may contact us with any questions by email [calschls@wested.org](mailto:calschls@wested.org) or by calling [888.841.7536](tel:888.841.7536).*